



**Web-Based Application  
Public Users Guide  
Version 0.9**

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## GETTING STARTED

The California Pesticide Permitting and Use Reporting (CalAgPermits) System is an enterprise system that enables county staff to:

- Enter, revise and renew Restricted Material Permits and Op ID permits
- Manage information on permit contacts, pesticides, commodities, sites and conditions
- View site area boundaries and features
- Enter, view and submit Pesticide Use Reports and Notices of Intent

Public users have the ability to enter PURs and NOIs, as well as view information about their permit(s). This user's guide is tailored to public users.

## SYSTEM REQUIREMENTS

The CalAgPermits web-based system is hosted at a centrally managed hosting facility. System use requires access to the internet and a web browser – Microsoft Internet Explorer version 7 or higher, Mozilla Firefox version 3.5 or higher, or Google Chrome version 4 or higher. In addition, users need to install the [Microsoft Silverlight 4.0 plug-in](#) to access the program map application.

The CalAgPermits system includes several pop-up windows—***please allow pop-ups for the CalAgPermits system site on your browser to enable access to this functionality.***

## ACCESSING THE SYSTEM


Enter your user name and password and Click “Log in” to access the system.

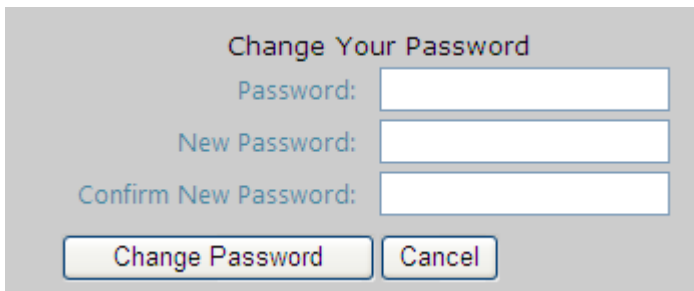


User accounts and permissions are established by the County Application Administrator, who will provide you with a user name and temporary system-generated password. Each county system user has unique login credentials.

## SETTING YOUR PASSWORD

The first time you access the system, you will be asked to create a new password. Enter your temporary password and new password into the appropriate boxes and Click “Change Password”. You can also change your password

at any time from within the application by selecting the  [Change Password](#) link from the upper right of the application.

A screenshot of a web form titled "Change Your Password". It contains three input fields: "Password:", "New Password:", and "Confirm New Password:". Below the fields are two buttons: "Change Password" and "Cancel".

The application monitors usage and password activity including user creation date, last password changed date, and last activity date. The system requires users to select a password that meets minimum password strength requirements.

## RETRIEVING YOUR PASSWORD

If you forget your password, select the [I forgot my password](#) link from the login page and enter your user name and click "Submit". A new system-generated password will be sent to the email address associated with your user name.

If you enter in the wrong password 3 or more times in a row, you will be locked out of the system. Contact your CAA to unlock your account and reset your password.

## SYSTEM FEATURE ACCESS

As a public user, you have the ability to enter PURs and NOIs, as well as view information about existing permit(s) on which you are a contact.

You will see that the Admin drop-down allows you limited accessibility to features "District Info" and "Download Desktop Installer" only.

## SITE NAVIGATION

### TOP MENU BAR



Users can navigate among site featuring using the top menu bar, which includes access to the following primary site functions:

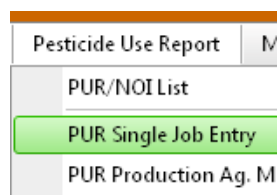
Home	Site dashboard with access to a active permits permits, PUR submissions and system links
Product Lookup	Lookup the ingredients and on label commodities for a selected product
RMP-Op-ID*	Access to permit interface in which public users can view information for permits on

	which they are a contact
Pesticide Use Report*	Access to PUR/NOI summary tables and use report entry interfaces
Help	Link to the system User's Guide

\*Contains submenu links

\*\*Includes submenu navigation toolbar within the interface

Access the menu function by clicking on the menu button, and selecting the submenu item, from the list, if appropriate.



## CALAGPERMITS HOME- DASHBOARD

When you log in or select the "Home" menu item you will see the system dashboard:

**Active Permit:**  
**Active Site:**

**You are logged in as:** rvranch1  
[Change Password](#) [Change Q and A](#) [Logout](#)

**Welcome rvranch1**

**CalAgPermits Forms**

**PUR/NOI List**  
User specific list of NOI, PUR, Prod-Ag Monthly and MSPUR data.

**Notice of Intent Entry**  
Web-based form for Notice of Intent to Apply Restricted Materials (PR-ENF-126X).

**PUR Single Job Entry**  
Web-based form for Pesticide Use Report (PR-ENF-025).

**MSPUR Non-Ag, Non-Prod Ag Monthly Report**  
Web-based form for Monthly Summary Pesticide Use Report (PR-ENF-060).

**PUR Production Ag. Monthly Report**  
Web-based form for Production Agriculture Monthly Pesticide Use Report (PR-ENF-017C, PR-ENF-183, PR-ENF-184)

**Upload Batch File**  
Allows users to upload batch reporting files to be processed by CA DPR.

**Submissions**

Notices of Intent:	0
PUR Single Job Entries:	0
PUR Prod Ag Monthly Reports:	0
MSPUR Reports:	1

**Did You Know?**

To-Do: Add a .NET AdRotaor control and attach to DB table that will rotate content.

**Active Permits**

070218B RIVER VISTA RANCH	<a href="#">View</a>
---------------------------	----------------------

**Useful Links**

[CalAgPermits User's Guide](#)

[CA DPR](#)  
[CA DPR Paper Forms](#)  
[Licensing Information](#)  
[Recent News](#)

**CalAgPermits Forms:** links to system interfaces and forms

**Submissions:** lists the number of PUR and NOI forms entered by the user. Click the number to navigate to the list of the associated entry forms.

**Active Permits:** permits on which the user is a contact that have an expiration date higher than the current date. Click "View" to load the selected permit.

## SESSION INFORMATION

Session information is shown on the white bar at the top of the page interface.

**Active Permit:**  
**Active Site:**

**You are logged in as:** cnobel  
[Change Password](#) [Change Q and A](#) [Logout](#)

Active Permit	Permit selected on the RMP-OP-ID interface
Active Site	Site selected on the RMP-OP-ID interface
Logged in as	User name
Change password	Click to open the <a href="#">change password</a> interface
Change Q&A	Change password question and answer
Logout	Click to logout of the system

## PERMITS

Select the **RMP - Op-ID** top menu item to view permits from the Permit interface. Permit information can be accessed from the system interface by selecting one of the following left hand side navigation menu components:

Menu Item	Description
General Info	Permit history; general permit information; operator contact information. Until a permit is selected, this is the only available menu item.
Contacts	Additional permit contacts
Pesticides	Permit pesticides
Commodities	Permit commodities and associated commodity pesticide groups, if appropriate
Conditions	Permit-wide standard and custom conditions
Sites	Multi-page interface with access to a list of permit sites, site information, site conditions, commodities, pesticides and a site mapping interface
Permit Maps	Interface in which to generate pdf maps to include in the printed permit
Print Permit	Select permit print preferences and print draft and final permits

With the exception of General Info, all Permit subcomponent pages are not accessible until you have [loaded an existing permit](#).

## LOAD PERMIT INFORMATION

The Permits interface displays the information associated with the “Active permit”—the permit that the user loads into the system. The active permit is shown on in the Active Permit indicator at the top of the screen.

### Active Permit: 9999910

The loaded permit number and information also displays in the Current Permit information indicator at the top of Permit Details pages.

**Current Permit: 2408254 - PRIETO, JOHN D (2009 version 1, Issued)**

## LOADING A PERMIT- QUICK SEARCH DROPDOWN

The screenshot shows the CalAgPermits web application interface. At the top, there is a navigation bar with the CalAgPermits logo and several menu items: Home, Product Lookup, RMP - Op-ID, Pesticide Use Report, and Help. Below the navigation bar, there is a section for the Active Permit, which displays "Active Permit: 9999910" and "Active Site:". To the right of this, there is a login status indicator that says "You are logged in as: rivervista" with links for "Change Password", "Change Q and A", and "Logout".

The main content area is titled "Quick Find: Permit" and contains a search form. The form has a label "Enter Number or Permittee:" and a dropdown menu. A red arrow points to the dropdown menu, which is open and shows a list of permits. The first item in the list is "0702188 RIVER VISTA RANCH". Below the search form, there is a section titled "About This Permit" with fields for "Type:" and "Number:". To the right of the search form, there are "Save" and "Cancel" buttons.

A tooltip box is overlaid on the dropdown menu, containing the text: "Select a permit from the dropdown to load the permit information-- only permits on which you are a contact will display in the list".



The Permit Quick Find dropdown is available from the Permit General Info page. The dropdown contains only the most recent versions of the permit (i.e., the highest version number and permit year). To load a permit using the dropdown, type the name of the permittee or the permit number into the dropdown box. The available options will filter based on the characters entered. Only permits on which you are a contact will display in the list.

Select the desired permit from the filtered dropdown list to populate the dropdown box and the permit information pages.

To select a different permit, clear the dropdown box text.

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#### LOADING A PERMIT- PERMIT HISTORY

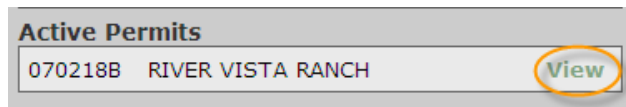
Click the “Permit History” button on the Permit General Info page to open a window that displays a grid containing a list of all of the permit revisions and renewals for the active permit. (A permit must be loaded using the quick search dropdown or the advanced search to enable the Permit History button.) The permit history shows all of the versions of a permit, including version date (when a permit was started (for in progress permits) or the date it was issued (for Issued and Revised permits) and Version Type. Hover over the version number to see Version Notes associated with the permit version.

Click the “View” link to load the associated permit into the system.

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#### LOADING A PERMIT- DASHBOARD

Click “View” for an Active Permit listed on the site homepage dashboard to load that permit information into the system. The dashboard active permit list includes only those permits on which you are a contact that expire later than today's date.



### VIEW PERMIT INFORMATION

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#### GENERAL PERMIT INFO

Click the “General Info” left hand menu item to access the general permit information screen. This screen includes permit type, date and classification information as well as operator contact information.

General Info

Contacts

Pesticides

Commodities

Sites

Conditions

Permit Maps

Print Permit

Show PURs for this Permit

**Quick Find: Permit**

Enter Number or Permittee: 070218B: RIVER VISTA RANCH

Permit Status: InProgress

View Permit History

SaveCancel

**About This Permit**

Type:	Restricted Materials	Issue Year:	2010	Effective Date:	1/23/2008
		Issue Date:		Expiration Date:	12/31/2011
Number:	070218B	Version #:	3	Issuing Officer:	Carolyn Nobel
District:	B	Ag/Non-Ag	Agricultural Use		
Seasonal					
NOI must be submitted at least 24 hours prior to a planned application of a Restricted Material					
<input checked="" type="checkbox"/> Employee Handles Pesticides			Field Worker Codes:		

**Permittee: Operator Contact Information**

Operator: G: 070218B RIVER VISTA RANCH	
Name:	RIVER VISTA RANCH
Agent Name:	MOFFATT, JIM
Mailing Address 1:	P O BOX 687
Physical Address 1:	
Mailing Address 2:	
Physical Address 2:	
City:	LOCKEFORD
City:	
State - Zip:	CA 95237-
State - Zip:	
Primary Phone:	(209)368-6615
Email:	
Alternate Phone:	(209)727-0946
Cell Phone:	( ) -
Fax Number:	(209)727-3551

## CONTACTS

Select the "Contacts" permit menu item to open the Permit Contacts page. Click "Select" to see the details for the selected contact.

General Info | **Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)**

Contacts | **Quick Find: Contact**

Pesticides

Commodities

Sites

Conditions

Permit Maps

Print Permit

---

**Contacts**

License Number	Name	Type	Authorized Rep	Registration Date	License Expires	Phone	
3998476	MOFFATT, JIM D	PAC	<input type="checkbox"/>			(209)476-8530	Select

**Contact Details**

<b>Name:</b> MOFFATT, JIM D		<b>Type:</b>	
<b>Mailing Address 1:</b> P O BOX 687	<b>Physical Address 1:</b>		
<b>Mailing Address 2:</b>	<b>Physical Address 2:</b>		
<b>City:</b> LOCKEFORD	<b>City:</b>		
<b>State/Zip:</b> CA 95237	<b>State/Zip:</b>		
<b>Origin County:</b> San Joaquin	<b>Email:</b>		
<b>Primary Phone:</b> (209)476-8530			
<b>Alternate Phone:</b>			
<b>Cell Phone:</b> (209)483-0048			
<b>Fax Number:</b>			

**Additional Info**

<b>Is Authorized Representative on Permit:</b> No		<b>Ind or Bus:</b> Bus	
<b>Contact Type:</b> PAC	<b>Registration Issued:</b>		
<b>License No.:</b> 3998476	<b>Registration Date:</b>		
<b>License Effective:</b>	<b>Registration Expires:</b> 12/31/2010		
<b>License Expires:</b>	<b>Registration Notes:</b>		

Save Cancel

## PERMIT PESTICIDES

Select the "Pesticides" permit menu item to open the Permit Pesticides page and view the pesticides associated with the permit.

General Info | **Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)**

Contacts | **Quick Find: Pesticide**

**Pesticides**

Commodities

Sites

Conditions

Permit Maps

Print Permit

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Code	Name	Formulations	Methods	Applicators	Pests
1050	CARBARYL	All Reg.	Ground	PCB/Operator	LARVAE
1360	CHLOROPICRIN	Fumigant	Fumigation	PCB/Operator	NEMATODES
3141	GUTHION	Liquid	Ground	PCB/Operator	MITES
3830	METHOMYL	Wetttable	Ground	PCB	LARVAE
3850	METHYL BROMIDE	Fumigant	Fumigation	PCB/Operator	SOIL PESTS
3940	METHYL PARATHION	All Reg.	Air/Ground	PCB/Operator	LARVAE
4840	ALUMINUM PHOSPHIDE	Fumigant	Ground	PCB/Operator	RODENTS
5540	STRYCHNINE	Bait	Ground	PCB/Operator	GOPHERS
6260	ZINC PHOSPHIDE	All Reg.	Air/Ground	PCB/Operator	RODENTS
9801	2,4-D AMINE	All Reg.	Ground	PCB/Operator	WEEDS
16011	PARAQUAT	Liquid	Ground	PCB/Operator	WEEDS

## PERMIT COMMODITIES

Select the "Commodities" permit menu item to open the Permit Commodity interface.

General Info  
Contacts  
Pesticides  
Commodities  
Sites  
Conditions  
Permit Maps  
Print Permit

**Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)**

**Quick Find: Commodity**

**Commodities**

Commodity Code	Name	
29143-0	GRAPE, WINE	Group
3009-0	WALNUT	Group
5002-0	CHERRY	Group
4001-0	APPLE	Group
67000-0	UNCUL NON-AG	Group

## PERMIT SITES

Select the "Sites" permit menu item to open the Permit Sites interface. The Sites interface contains the following three interfaces:

- Site Selector: List of permit sites and associated commodities
- Site Info/Conditions: General site information and site conditions
- Site Commodities/Pesticides: commodity and pesticide lists associated with a site

Each interface is available by selecting the associated green tab within the main site window. The Site Info/Conditions and Commodities/Pesticides tabs are not active until a site has been loaded into the site interface.

General Info  
Contacts  
Pesticides  
Commodities  
Sites  
Conditions  
Permit Maps  
Print Permit

**Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)**

**Quick Find: Sites**

Enter Site ID or Location Narrative

Site Selector Site Info/Conditions Site Commodity/Pesticides

**Sites**

☐ Show Active Sites Only ☒ Active Site ☒ Inactive Site ☐ Site has Polygon

	Commodity Code	Commodity	From	To	Block	Planted Size	
Site ID: 1-1					36 ACRES	M04N08E17	✓
	29143-0	GRAPE, WINE	1/1/2008			36 ACRES	
Site ID: 1-2					26 ACRES	M04N08E17	✓
	29143-0	GRAPE, WINE	1/1/2008			26 ACRES	
Site ID: 1-3					18 ACRES	M04N08E17	✗
	3009-0	WALNUT	1/1/2008			18 ACRES	
Site ID: 1-4					13 ACRES	M04N08E17	✓
	5002-0	CHERRY	1/1/2008			13 ACRES	
Site ID: 1-5					14 ACRES	M04N08E17	✓
	5002-0	CHERRY	1/1/2008			13 ACRES	

## LOADING A SITE

The Site interface displays the information associated with the "Active Site" associated with the active permit-- the site that the user loads into the system. The active site and permit are shown on in the indicator at the top of the screen.

**Active Permit:** 3900007  
**Active Site:** 1-1

Users can load an existing site into the interface using one of the following options:

**Dropdown filter:** Select a site from the dropdown list to populate the site information. Filter the dropdown list by entering part of the site ID or location. Clear the filter text field to display all potential options. The dropdown list displays the sites associated with the active permit only.

**Site Selector:** The Site Selector interface displays a list of permit sites and their associated commodities. Click site row (the light green record) in the list to load the associated site.

## SITE INFO/CONDITIONS

Site location, name, size and conditions can be viewed on the Site Info/Conditions tab

The screenshot shows the 'Site Info/Conditions' tab selected. At the top, it displays 'Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)'. Below this is a 'Quick Find: Sites' section with a text input field containing '1-3: S/PELTIER E/TULLY' and a dropdown arrow. There are three tabs: 'Site Selector', 'Site Info/Conditions' (active), and 'Site Commodity/Pesticides'. Below the tabs, there is a checkbox for 'Site Is Active' and a 'View Site Map' link. To the right are 'Save' and 'Cancel' buttons. The main content area is divided into two sections: 'Sites' and 'Site Conditions'. The 'Sites' section contains a table with fields: ID (1-3), Site Name, Location Narrative (S/PELTIER E/TULLY), District, Size (18 A - ACRES), MTRS (M04N08E17 (e.g. "M01S04E08")), and GWPA (None). The 'Site Conditions' section contains a table with columns: Type, Condition Code, Name, Commodity, Pesticide, and GWPA. Below the table, it says 'No records to display.'

Current Permit: 070218B - RIVER VISTA RANCH (2010 version 3, In Progress)						
Quick Find: Sites						
Enter Site ID or Location Narrative						1-3: S/PELTIER E/TULLY
<div>Site Selector   Site Info/Conditions   Site Commodity/Pesticides</div>						
<input type="checkbox"/> Site Is Active						Save Cancel
<a href="#">View Site Map</a>						
<b>Sites</b>						
ID:		1-3		MTRS: M04N08E17 (e.g. "M01S04E08")		
Site Name:				GWPA: None		
Location Narrative:		S/PELTIER E/TULLY				
District:						
Size:		18 A - ACRES				
<b>Cropping Pattern:</b>						
None Specified						
<b>Site Conditions</b>						
Type	Condition Code	Name	Commodity	Pesticide	GWPA	
No records to display.						

## VIEW SITE MAP

Click the View Site Map button to open the site map interface. The site map will zoom to the site (if one exists) or the county (if no site polygon exists).

[Navigate around the map](#), [view the map layer contents](#) and/or [zoom to a section](#) as appropriate.

The current site is outlined in a red border.

## SITE COMMODITY/PESTICIDES

Select the Site Commodity/Pesticide tab to view site-specific commodity and pesticide details.

**Quick Find: Sites**  
Enter Site ID or Location Narrative

Site Selector Site Info/Conditions **Site Commodity/Pesticides**

**Commodities**

Commodity Code	Commodity	From	To	Block	Size	
3009-0	WALNUT	1/1/2008			18/ACRES	Pesticides

**Pesticide**

Click pesticides to see pesticides permitted for a selected commodity

Code	Pesticide
1360	CHLOROPICRIN
3141	GUTHION
3850	METHYL BROMIDE
3940	METHYL PARATHION
6260	ZINC PHOSPHIDE
9801	2,4-D AMINE
16011	PARAQUAT

## PERMIT CONDITIONS

Select the "Conditions" permit menu item to open the Permit Conditions interface. Click "Select" to view condition details. Site-specific conditions can be viewed on the [Site Info/Conditions interface](#).

**General Info**  
Contacts  
Pesticides  
Commodities  
Sites  
**Conditions**  
Permit Maps  
Print Permit

**Current Permit: 070218B - RIVER VISTA RANCH (2010 version 1, In Progress)**

**Quick Find: Condition**

**Conditions**

Type	Condition Code	Name	Commodity	Pesticide	GWPA	
Custom	W - RVRanch	Methyl Bromide Tree Site				Select
Standard	Q	Dicamba & Phenoxy Herbicide CV		DICAMBA, DICAMBA, DIETHANOLAM		Select
Custom	A - RVR	Permit Cond.Table of Contents				Select

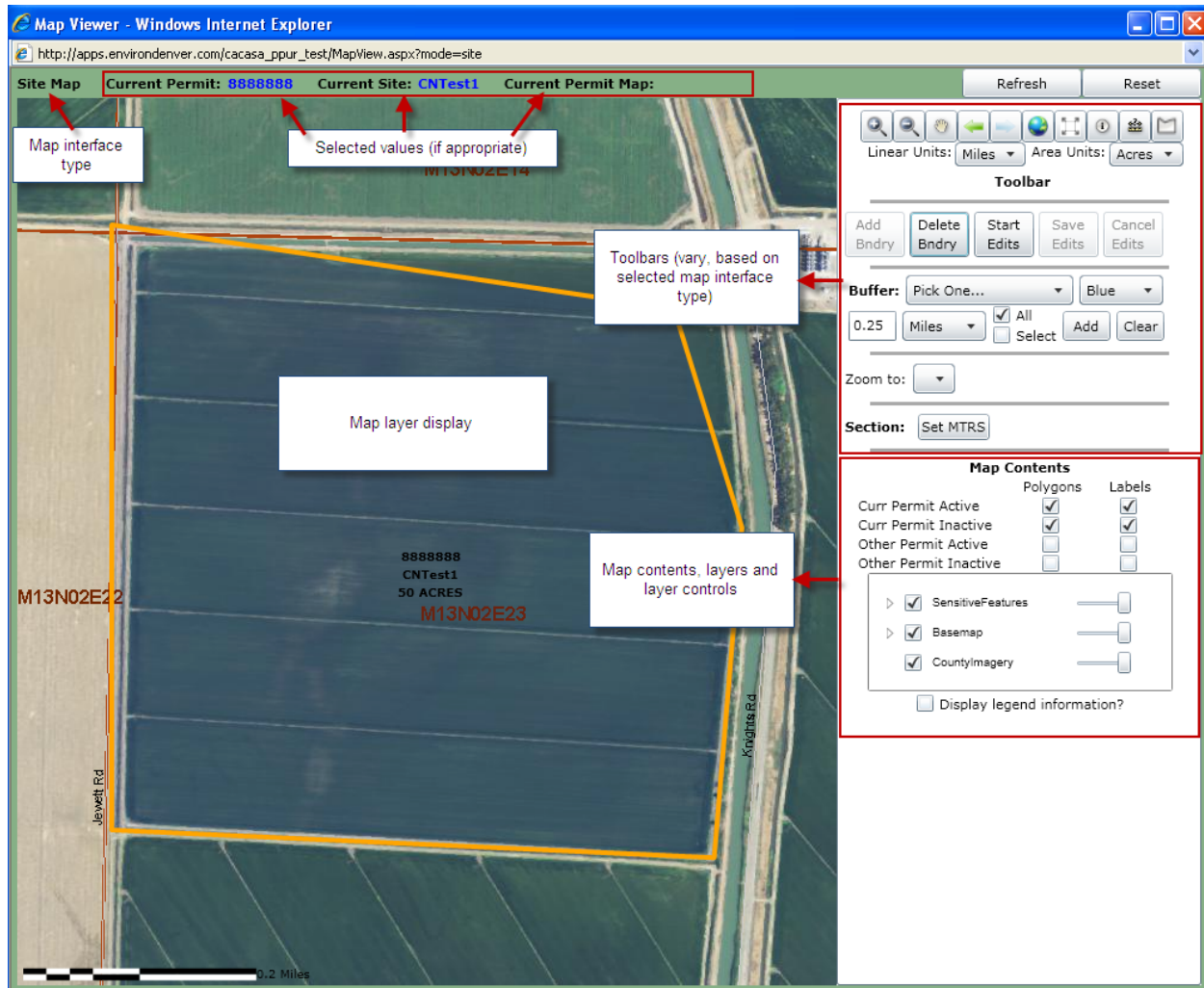
**Show PURs for this Permit**

## PRINT PERMIT

Click the “Print Permit” link to open the print permit page. If a final permit document has been generated for the permit, you will be able to click the “Print PDF File” to obtain a copy. If a final document has not been generated in the system you will not be able to obtain a printed version.

Screenshot—Maps?

## MAPS



The Map Viewer contains four main sections: The top of the Map View contains the View information, including the interface type and applicable selected current permit, site and/or permit map. The “Refresh” button updates the Site layer labels based on updated Site permit into. The “Reset” button reloads the entire Map Viewer. The map layer display shows the map features and labels. This portion of the map will expand to fit the size of the Map Viewer window. The upper right portion of the Map View includes the map toolbars, which enable the map navigation and analysis functionality.

The lower right of the Map Viewer contains the Map Contents section, from which users can control the visibility of the site boundaries layer and labels, as well as the underlying map feature layers.

## MAP CONTROLS

The Map Control toolbar is available at the top right of the Map Viewer Interface. The name of the selected (active) button displays below the toolbar.



## MAP NAVIGATION


Map navigation tools enable users to view different regions of the map at different scales and are available from the Map Controls toolbar at the top right of the Map Viewer interface.

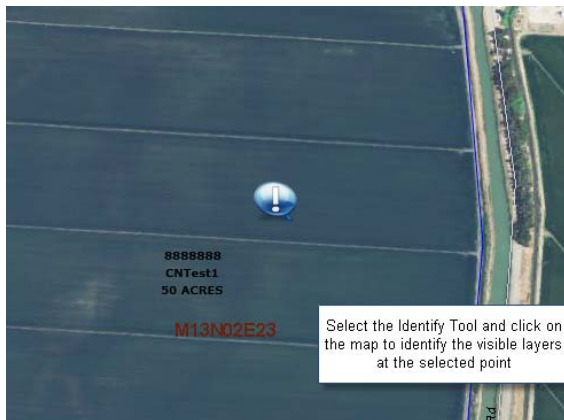
	Zoom In	Click a point on the map, hold down the mouse button and draw a box to zoom in to the selected area. Alternatively, scroll your mouse wheel up.
	Zoom Out	Click a point on the map, hold down the mouse button and draw a box to zoom out from the selected area. The size of the box defines the relative zoom area—a smaller box will zoom to relatively larger area. Alternatively, scroll your mouse wheel down.
	Pan	Click on a point, hold down the mouse button and drag the map to move the current map extent. Double click on the map to Zoom in 50%. Hold down "Shift" and double click to Zoom out by 2X. Hold down "Shift" and draw a box to zoom in to that area. Hold down "Shift" and "Ctrl" and draw a box to zoom out.
	Previous Extent	Click to return to the previous map extent (Can be selected multiple times)
	Next Extent	Click to return to the next map extent (available after previous extent has been selected)
	Full Extent	Click to zoom out to the extent of the county
	Full Screen	Click to expand the map view to your full screen. Press ESC to exit full screen mode

## IDENTIFY MAP FEATURES





Select the  toolbar item from the Map Control toolbar and click on a point in a map to identify the visible layers at the selected point.



Each visible feature (along with the associated layer) is included in the Identify Results dropdown. Select a feature from the Identify Results dropdown to view its attributes. Click the “Back to Map” button to return to the Map Viewer.

[Back to map](#)

**Identify Results**


8888888 - CNTes1 (Sites Layer)

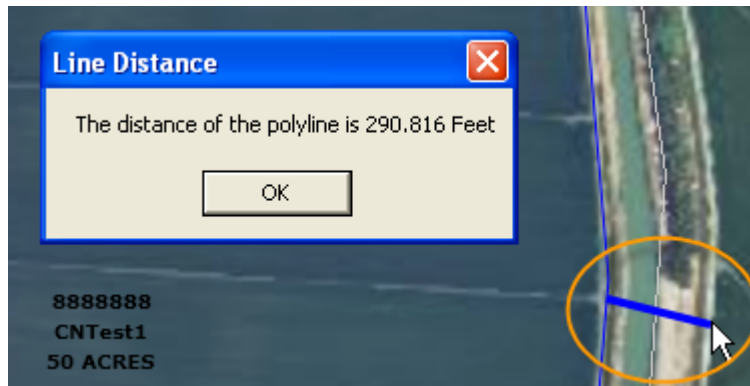
<b>OBJECTID</b>	80436
<b>SHAPE</b>	Polygon
<b>fk_county_id</b>	51
<b>pk_site_id</b>	191859
<b>site_number</b>	CNTes1
<b>pk_permit_id</b>	23117
<b>permit_number</b>	8888888
<b>site_narrative</b>	CNTes1 Name
<b>location_narrat</b>	CNTes1 Narrative
<b>is_active</b>	1
<b>size</b>	50
<b>size_units</b>	ACRES
<b>crop_list</b>	
<b>SHAPE.area</b>	706563.383798
<b>SHAPE.len</b>	3333.960642


---

## MEASURE TOOLS

Users can measure polylines distances and polygon areas using the measure tools available from the Map Control toolbar.

**Measure Polyline Distance:** Select the  button and the appropriate units from the Linear Units dropdown. Click on the starting point of the line in the map. Double click at the ending point of the line (the line can have multiple segments and will be shown in blue). The line distance in the units selected will display on the map.



**Measure Polygon Area and Perimeter:** Select the  button and the appropriate units from the Linear Units and Area Units dropdown. Click on the starting point of the polygon in the map. Click to select the vertices of the polygon. The first and last vertices will automatically be connected. The polygon you draw will be shown in green with a red outline. Double click to complete the polygon. The polygon perimeter length and area in the units selected will display on the map.



To remove the line or the polygon from the map display, click the "Refresh" button.

## MAP CONTENTS

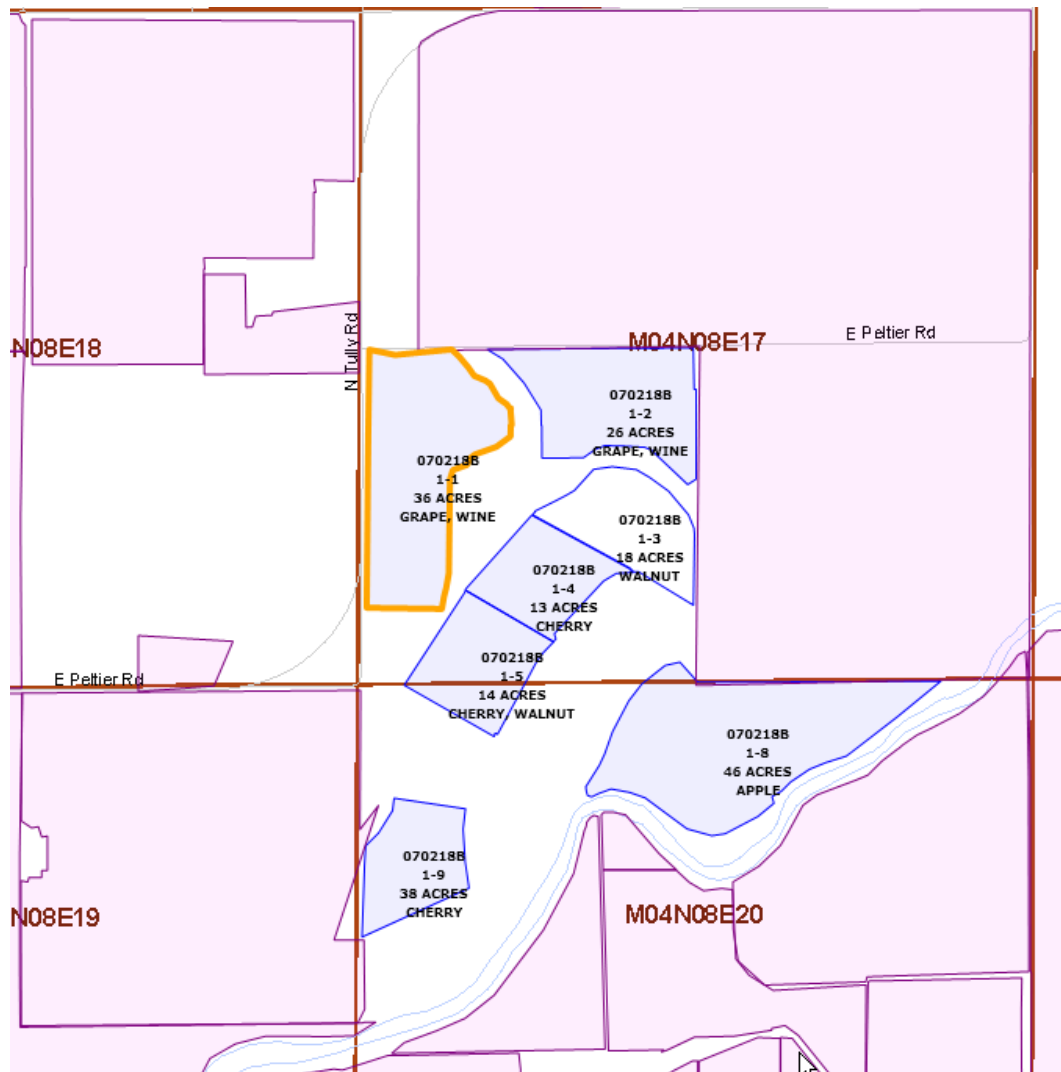
The layers that are shown on the map layer display panel are controlled within the Map Contents panel on the lower right of the interface. The map contents includes a customized control for the site boundary layer as well as a standard layer control interface for the other map feature layers.

---

#### SITE BOUNDARY LAYER VISIBILITY

Map Contents		
	Polygons	Labels
Curr Permit Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curr Permit Inactive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Permit Active	<input type="checkbox"/>	<input type="checkbox"/>
Other Permit Inactive	<input type="checkbox"/>	<input type="checkbox"/>

The Site Boundary layer includes field boundary polygons and links back to the Site Information contained in the CalAgGIS permits database. Users can determine which subset of site boundaries and associated labels to display on from the sites boundaries layer by selecting the appropriate polygon (for boundaries) and/or labels checkboxes. Active field boundaries are shown with a fill color, inactive sites are shown with an outline only. Current permit sites are shown in blue, others in purple. The current site (if one is selected) is shown in orange. The current site outline is always visible.



## MAP FEATURE LAYERS

The CalAgGIS map is comprised of multiple feature layers, including Sensitive Features, Basemap layers (including water, transportation, boundaries and sensitive features) and county imagery. The set of map vector layers (points, polygons, and lines) are county-defined and can include county-specific and/or selected standard layers such as:

Sensitive Features: State Licensed Health Care Facilities; State Designated Wild and Scenic Rivers; Land Trust Properties; Groundwater Protection Areas; California State Parks

Water: Rivers and Streams; Watershed Boundaries

Transportation: Interstate Highways; Primary Highways; Secondary Highways; Local Roads; Ramps; Railroads

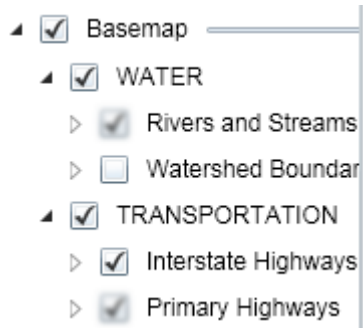
Boundaries: California; Counties; Sections; Urban Areas; Municipalities



The visibility of the map layers can be managed through the Map Control panel.

---

## LAYER ORGANIZATION


Layers are organized into groups and subgroups. In the example below, the Watershed Boundaries and Rivers and Stream are in the Water group. The Water and Transportation group layers are in the Basemap group. Layers can be managed at the individual or group level.





To expand a group and display the group subcomponents, click the  icon next to the group. To collapse the group component, click the  icon.

---



## LAYER VISIBILITY

To show a layer's features, select the box next to the specific layer . To not display a layer in the map, uncheck the associated layer's box. Uncheck a group layer to hide all of the layers within that group. Check a group layer to display all of the layers within the group that are visible (i.e., checked).

Some layers only display if the map is zoomed in to an appropriate scale. If a map scale is beyond the scale limits for the layer, the checkbox will be grayed out  and the layer will not be visible. Zoom in to view these layers.

Each feature has associated legend information that corresponds to its symbology and shape on the map. Check the  **Display legend information?** box to display the legend items in the Map Control panel.

Change the layer transparency by moving the slide bar next to the layer or group name

 Basemap . Moving the transparency bar to the left increases the transparency of the layer. Transparency can be set only at the group level.

## ZOOM TOOL



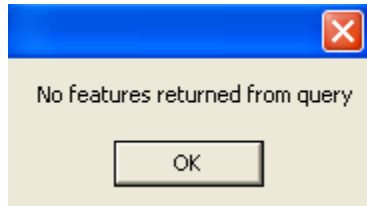
To use the Zoom To tool, select an option from the Zoom To dropdown box.

---

## ZOOM TO SECTION

Zoom to:

Select "Section" from the Zoom To dropdown. Enter the MTRS into the zoom to section tool text box and click "Go" to zoom the map to the specified section. The section must be entered in the correct format, e.g., M01N07E05. If a wrong value is entered, you will receive the error:



---

#### ZOOM TO APN

Zoom to:

Select "APN" from the Zoom To dropdown. Enter the parcel number into the zoom to APN tool text box and click "Go" to zoom the map to the specified APN. The APN must be entered in the correct format. Parcel layers and name formats are county-specific. If a wrong value is entered, you will receive the error "No features returned from query"

---

#### ZOOM TO PERMIT

Zoom to:

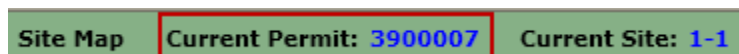
Select "Permit" from the Zoom To dropdown. Enter the permit number into the zoom to permit tool text box and click "Go" to zoom the map to the extent of the sites in the specified permit.

---

#### ZOOM TO CURRENT PERMIT

Zoom to:

Select "CurrentPermit" from the Zoom To dropdown. The map will automatically zoom to the extent of the sites in the current permit (identified at the top of the Map Viewer interface).

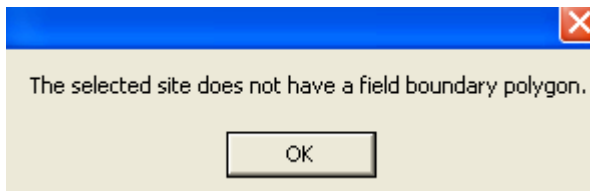


---

#### ZOOM TO SITE

Zoom to:    Zoom to:

Select "Site" from the Zoom To dropdown. Select the site from the dropdown list. The dropdown list will include all sites on the permit. Click "Go" to zoom the map to the selected site. If no boundary exists for the selected site, you will receive the error:

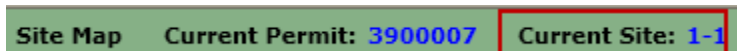


---

## ZOOM TO CURRENT SITE

Zoom to: Current Site ▼

Select "Current Site" from the Zoom To dropdown. The map will automatically zoom to the extent of the current site (identified at the top of the Map Viewer interface).



## BUFFER TOOL

The buffer tool allows you to create buffer graphics around all features in a layer or one selected feature in a layer. Multiple buffers can be created for varying distances and/or layers. Buffer graphics are created for the features visible on the Map View extent only.

---

**Buffer:** Pick One... ▼ Blue ▼

0.25 Miles ▼ ☒ All ☐ Select Add Clear

---

---

## BUFFER A LAYER

To create a buffer graphic around all features in a layer, select a layer from the Buffer dropdown list, select the color for the buffer, enter the buffer distance and units, check the "All" checkbox (set by default) and click the "Add" button.

---

**Buffer:** Rivers and Streams ▼ Red ▼

0.25 Miles ▼ ☒ All ☐ Select Add Clear

---



A buffer graphic at the specified distance will be drawn around all features visible in the map extent.

To add an additional buffer graphic, change the feature parameters and Click "Add". To clear all of the buffer graphics, click "Clear".

---

#### BUFFER A SELECTED FEATURE IN A LAYER

To create a buffer graphic around a selected featured in a layer, select a layer from the Buffer dropdown list, select the color for the buffer, enter the buffer distance and units, check the "Select" checkbox and click the "Add" button. Click on the selected feature to display the buffer for that feature (e.g., the Crocker Rd. line feature in the example below)

Buffer: Local Roads Red

0.1 Miles ☐ All ☒ Select Add Clear





To add an additional buffer graphic, change the feature parameters and Click "Add". To clear all of the buffer graphics, click "Clear".

## PESTICIDE USE REPORTING

The CalAgPermits system contains four types of Pesticide Use Report (PUR) data entry forms:

- PUR Single Job Entry
- PUR Production Ag Monthly Report
- MSPUR Non-Ag, Non-Prod Ag Monthly Report
- Notice of Intent

Each of these data entry forms can be accessed from the "Pesticide Use Report" top menu and from the links on the Dashboard on the homepage.

## PUR/NOI LIST

Access the summary tables of the NOI and PUR reports by selecting the “NOI/PUR list” link from the Pesticide Use Report top menu. The interface contains a list for each type of report accessible from different tabs. **The list will show only those PUR and NOIs for permits on which you are a contact or a MSPURS on which you are listed as the licensee.**

Click on a tab (e.g., “Single Job PURS”) to access a list of associated entry forms. Each list includes summary information, including the Report Status and Submissions status of each report. Each list can be filtered by entering filter parameters under each column heading (filter parameters can be added to multiple columns) and sorted by clicking on the column header.

## SCREENSHOT

### Pesticide Use Reports

☒ Exclude Successfully Validated Reports

**Status Abbreviations**  
**Report Status:** INC - Incomplete | ERR - Errors | OK - Ok | REJ - DPR Rejected | ACC - DPR Accepted  
**Submission Status:** DFT - Not Submitted | CTY - Entered by County | SUB - Submitted to County | DPR - Submitted to DPR

Clear Filters

Notices of Intent
 Single Job PURs
 Monthly Ag PURs
 Non-Prod. Ag MSPURS

Drag a column header and drop it here to group by that column

Permit #	Operator Name	Application Date	Site Number	Site District	Commodity	Appl. Method	Rpt Stat	Sub Stat	Rvw Stat	Entered By		
3903129	LAGIER, DAN	01/06/2008	1-1	C	ALMOND	G	INC	SUB		Dan Lagier	View	Review
3903129	LAGIER, DAN	01/08/2008	3-1	C	ALMOND	G	INC	SUB		Dan Lagier	View	Review
3900087	CORRADI, MICHAEL	01/11/2008	1-1	H	CHERRY	G	ERR	SUB		Michael Corradi	View	Review
3900088	CORTOPASSI, ALVIN (C & G)	01/15/2008	4-1	D	WALNUT	G	ERR	SUB		Alvin Cortopassi	View	Review
3900162	ALLEN, TOM	01/16/2008	24-1	D	WALNUT	G	ERR	SUB		TOM ALLEN	View	Review
3901358	TRAVAILLE, BUD	01/17/2008	1-4	B	ALMOND	G	ERR	SUB		NICK GATZMAN	View	Review
3903129	LAGIER, DAN	01/19/2008	3-1	C	ALMOND	G	ERR	SUB		Dan Lagier	View	Review
3904452	RIPKEN VINEYARD & WINERY INC.	01/19/2008	4-1	G	GRAPE, WINE	G	ERR	SUB		Ben Kolber	View	Review

Checking the “Exclude Successfully Validated Reports” at the top of the interface excludes all reports with a Report Status of “ACC – DPR Accepted”

## VIEW AND PRINT EXISTING USE REPORTS

Click on the “View” link in NOI/PUR list table to view the PUR or NOI form for the associated report.

Click the “Print” button on the PUR form to print the report to pdf.

Click the “Return to PUR list” button on the PUR form to return to the NOI/PUR list.

## PUR REPORT & SUBMISSION STATUS

PUR form editing and available actions depend on a combination of both the Report Status and the Submittal Status. The Report and Submittal Status are displayed in columns in the PUR/NOI List, as well as on the top of each individual form

The screenshot shows the CalAgPermits web application interface. At the top, there are tabs for "Notices of Intent", "Single Job PURs", "Monthly Ag PURs", and "Non-Prod. Ag MSPURs". Below the tabs is a table with columns: Permit #, Operator Name, Application Date, Site Number, Commodity, Appl. Method, Rpt Stat, Sub Stat, and Entered By. The "Rpt Stat" and "Sub Stat" columns are circled in orange. Below the table, there is a section titled "Pesticide Use Report - Production Ag Single Jobs - Submit within 7 days of application". This section contains a form with fields for "Report Status:Errors" and "Submittal Status:Entered by County", both of which are circled in orange. Below this, there is a table with fields for "Permittee/Property Operator", "Operator ID/Permit Number", "Document Number", "County", "Section", "Township", "Range", "Meridian", "App Method/Fume Code", and "Commercial Applicator (if any)".

## REPORT STATUS

Potential Report Statuses reflect the **data quality** of the PUR form and can include:

Incomplete (INC): Form is missing required information

Errors (ERR): Form data has a validation error

OK (OK): Form data is complete and has no validation errors

DPR Rejected (REJ): Form submitted to DPR and rejected with errors

DPR Accepted (ACC): Form submitted to DPR and accepted

## SUBMITTAL STATUS

Submittal Statuses reflect the status of the form within the PUR submission **workflow** and can include:

Not Submitted (DFT): PUR saved but not submitted by public webuser. PURS with this status include forms that were unsubmitted by County staff. Editable by public webusers only.

Entered by County (CTY): PURs entered and saved by county staff. Editable by county staff only.

Submitted to County (SUB): PURs successfully submitted by public webusers (i.e., all required information included). Editable by county staff only.

Submitted to DPR (DPR): PURs submitted to DPR

## PUR SINGLE JOB ENTRY

### EDIT OR START A PUR SINGLE JOB ENTRY FORM

The PUR Single Job entry form is for products applied to a specific site on a specific day.

Open a new PUR Single Job Entry form by selecting the associated link from the "Pesticide Use Report" top menu item.

Open an existing PUR Single Job Entry form by clicking "View" for the selected record in the PUR/NOI Single Job Entry list. The form will open in Read Only mode. Click the "Edit" button to open the data entry interface (**Note that the edit button will only be available if the submittal status is "DFT".**) A pop-up window will display that contains any missing data or validation errors, if appropriate.

Click the "Submit to County" button to attempt to submit the draft form to the county without editing.

Click the "Print" button to print the form.

## ENTER PUR SINGLE JOB ENTRY FORM INFORMATION

Each of the pesticide use reports include general report "header" information and individual "lines" that detail information for each product applied.

**Header Information:** The PUR Single Job Form required header information fields are shown in orange on the upper left side of the form and the optional fields are shown in green on the upper right side of the form. As you enter information into each field, the read only form in the middle of the form will populate with the associated information.

Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number) and enter a date and time applied. If a permit does not exist for the entered date, you will receive a warning that no valid permit exists for the selected application date. Pick a Site from the pre-filtered list. The system determines the specific permit year and version against which to validate the use report based on the entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific "valid" permit and site for the selected date and fills in the other form fields (such as the section and total planted area).

Pesticide Use Report - Production Ag Single Jobs - Submit within 7 days of application  
Report Status:  
Submittal Status:

Operator ID/Permit #	070253A: MANTELLI BROS INC	Applicator License/Name	
Date/Time Applied	6/6/2009 9:23 AM	Supervised By	
Site Identification Number	1-D	Block ID - Nursery	-
Commodity Treated	choose one...	Document #	Auto Assigned
Treated Area - Units	- choose one...	Days Reentry	
Application Method/Fume Code	choose one...	Days Pre-Harvest	

Permittee/Property Operator MANTELLI BROS INC						Operator ID/Permit Number 070253A	Document Number Auto Assigned
County	Section	Township	Range	Meridian	App Method/Fume Code	Commercial Applicator (if any)	
39 San Joaquin	13	01N	04E	M			
Site Identification Number 1-D		Planted Area - Units 73 ACRES					
Location UPPER JONES TRACT NS BAC IS RD		Block ID (If Applicable)	Nursery No				
Date/Time Applied 6/6/2009 9:23 AM		Treated Area - Units		Commodity Treated			
Days Re-entry		Days Pre-harvest	Applied/Supervised By				

The commodity treated dropdown is filtered based on the commodities listed on the permit for the selected site and application date. Click "Show All" to display a list of all commodities, if necessary.

Commodity Treated	choose one...	Document #
Treated Area - Units	Code Commodity	Show All
Method/Fume Code	23001-0 ALFALFA	
	40003-0 SOIL FUM/PREPLT	

Select the commodity, enter the treated area, select the area treated units from the dropdown and select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear.

Enter in the optional information, if desired. Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.

**Product Information:** Product-specific information is entered line by line and saved in the product information grid on the form.

Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. Enter in the total product used and select the units from the dropdown list. The rate is calculated based on the total product used/total area treated. Enter in dilution information, if desired.

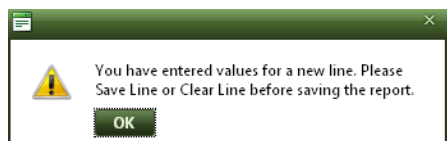
Name of Product
Raid
EPA/CA Reg No. Name
1021-1558-AA-4822 RAID ROACH & FLEA FOGGER II
1021-1623-AA-4822 RAID FLEA KILLER PLUS FOGGER IV
10250-17-AA-4822 RAID FLEA KILLER PLUS YARD SPRAY

Click the "Save Line" button to save the line to the grid. Click the "Clear Line" button to clear the information in the line data entry fields.

Click "Edit" to edit an existing product's information. (The "Chem No." of the line being entered will show in the data entry row) Click "Delete" to remove the associated product from the report.

Chem no.	Name of Product	Total Product Used - Units	Rate	Dilution			
		choose one...	1 Gallons/ACRES				
<input type="button" value="Save Line"/> <input type="button" value="Clear Line"/>							
Chem #	Product	Label #	Total Product Used	Rate	Dilution		
1	RAIDER ALGAEICIDE-40	1448-346-AA-37982	50 Gallons	1 Gallons/ACRES		Edit	Delete

Only lines saved to the grid will be saved with the report. If you try to save a report you will receive the following warning:

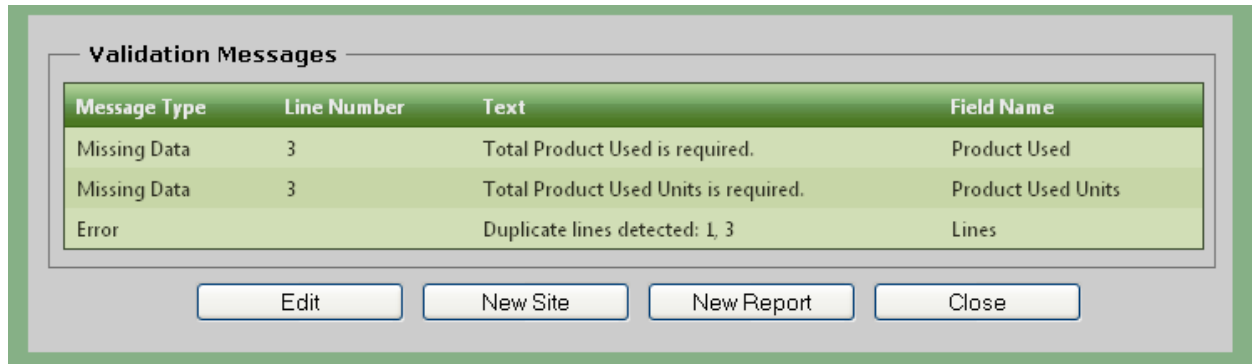


## SAVE PUR SINGLE JOB ENTRY FORM

When you have finished entering or editing PUR Single Job information, either

## SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future



A dialog box titled "Validation Messages" with a table of errors and four buttons at the bottom.

Message Type	Line Number	Text	Field Name
Missing Data	3	Total Product Used is required.	Product Used
Missing Data	3	Total Product Used Units is required.	Product Used Units
Error		Duplicate lines detected: 1, 3	Lines

Buttons: Edit, New Site, New Report, Close

Click “Edit” to return to the same report and continue editing.

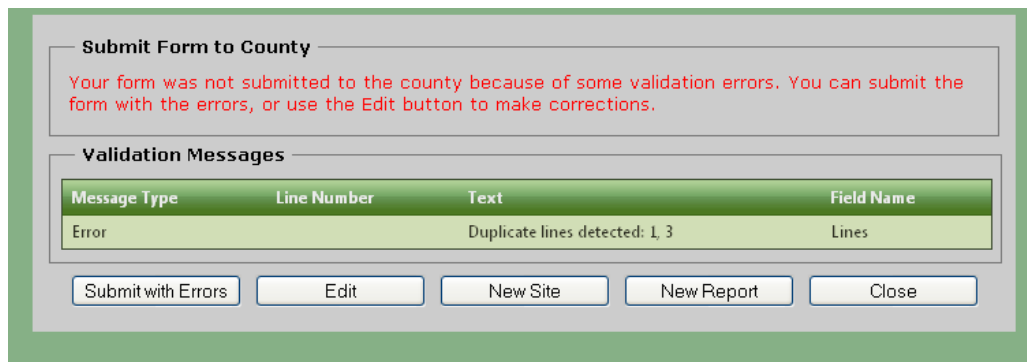
Click “New Site” to start a new form with the Permit information copied from the existing form.

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

## SUBMIT REPORT

Click the “Submit” button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit. If your form is complete and has validation errors, you will have the opportunity to continue editing, or submit the form with errors. Click “Submit with Errors” to submit your form to the County.



A dialog box titled "Submit Form to County" with a red error message, a table of validation errors, and five buttons at the bottom.

Your form was not submitted to the county because of some validation errors. You can submit the form with the errors, or use the Edit button to make corrections.

Message Type	Line Number	Text	Field Name
Error		Duplicate lines detected: 1, 3	Lines

Buttons: Submit with Errors, Edit, New Site, New Report, Close

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click “New Site” to start a new form with the Permit information copied from the existing form.

Click “New Report” to start a new blank form.

Click "Close" to return to the PUR form in View mode.

## PUR PRODUCTION AG MONTHLY REPORT

### EDIT OR START A NEW PRODUCTION AG MONTHLY REPORT FORM

Open a new Production Ag Monthly Report form by selecting the associated link from the "Pesticide Use Report" top menu item.

Open an existing Production Ag Monthly Report form by clicking "View" for the selected record in the PUR/NOI Monthly Ag PURS list. The form will open in Read Only mode.

Click the "Edit" button to open the data entry interface (**Note that the edit button will only be available if the submittal status is "DFT".**) A pop-up window will display that contains any missing data or validation errors, if appropriate.

Click the "Submit to County" button to attempt to submit the draft form to the county without editing.

Click the "Print" button to print the form.

### ENTER PRODUCTION AG MONTHLY FORM INFORMATION

Production Ag Monthly forms allow for reporting multiple site and date production applications within a month.

Each of the pesticide use reports include general report "header" information and individual "lines" that detail information for each product applied.

**Header Information:** Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number) and enter a report month and year. If a permit does not exist for the entered month, you will receive a warning that no valid permit exists. If a permit exists for the selected month, the operator information will populate in the read only fields below the header information.

Operator ID/ Permit #		017905R: SILVA, ROBERT		Document #		Auto Assigned	
Report Month/Year		6 / 2009		Nursery		<input type="checkbox"/>	
Operator (Grower)	County	Address		City	Zip Code		
SILVA, ROBERT	39 San Joaquin	1000 E. CRITCHET AVE.		TRACY	95304		

**Product Line Information:** The remaining fields in the form (site, commodity, application date, and product information) are all stored in the product grid at the bottom of the form. Required fields are shown in orange and optional fields are shown in green. As you enter information into each field, the corresponding read only information will populate in the grey fields below.

**Site/Commodity:** Pick a Site from the pre-filtered list. The system determines the specific permit year and version against which to validate the use report based on the entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific "valid" permit and site for the selected date. Until the specific application date has been entered, the system bases the validation on the entered month and year. The commodity treated dropdown is filtered based on the commodities listed on the

permit for the selected site and application date. If only one commodity is included on the site, it will automatically populate in the commodity field. Click "Show All" to display a list of all commodities, if necessary. Select the commodity. The associated site location and commodity planted area information will display in the read only form fields.

<b>Line #:</b>					
<b>Site Identification Number</b>			<b>Block ID</b>		
1-1			-- opt -		
<b>Commodity Treated</b>					
29143-0: GRAPE, WINE					
<b>Section</b>	<b>Township</b>	<b>Range</b>	<b>Base &amp; Meridian</b>	<b>Location</b>	<b>Planted Area/Units</b>
17	04N	08E	M	SE CORN PELTIER & TULLY	36 ACRES

**Application Date/Time:** Enter the application date and time. If the application date is not within the entered month, you will receive a warning. The application date selected will confirm the specific permit version used for validation. If the selected site and/or commodity is invalid based on the selected date (e.g., if the permit commodities changed in the middle of the month) you will receive a warning that you have selected an invalid site and/or commodity. Enter the treated area, and select the area treated units from the dropdown.

<b>Application Date / Time</b>	5/5/2010	9:15 AM	<b>Treated Area - Units</b>	30.00	A - ACRES
--------------------------------	----------	---------	-----------------------------	-------	-----------

**Product Information:** Select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear. Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. Enter in the total product used and select the units from the dropdown list. The rate is calculated based on the total product used/total area treated. Enter in days re-entry and dilution information, if desired.

The Production Ag monthly form has several "Save Line" options to expedite the entry of multiple lines of product information while copying information that has already been added.

**Save Line-New Product:** Enter a new product for the same site and date—saves the current line information, clears out only the product and amount used information.

**Save Line-New Date:** Enter a new product for the same site, different date—saves the current line information, clears out application date, treated area and product and amount used information.

**Save Line-New Site/Date:** Enter a new product for a different site—saves the current line information, clears out all line information.

After each line is saved, a window will pop-up that displays and incomplete data or validation messages associated with the line.

Click the "Clear Line" button to clear the information in the line data entry fields.

Click "Edit" to edit an existing product's information. (The "Line No." of the line being entered will show in the data entry row) Click "Delete" to remove the associated product from the report.



Monthly Pesticide Use Report - Production Agriculture only  
Status:

Operator ID/ Permit #		070218B: RIVER VISTA RANCH		Document #		Auto Assigned	
Report Month/Year		5 / 2010		Nursery		<input type="checkbox"/>	
Operator (Grower)		County		Address		City	
RIVER VISTA RANCH		39 San Joaquin		P O BOX 687		LOCKEFORD	
						Zip Code	
						95237-	

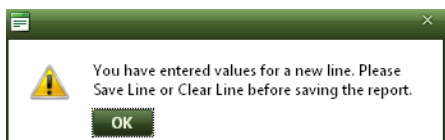
Line #: 2

Site Identification Number		1-1		Block ID		-- opt -	
Commodity Treated		29143: GRAPE, WINE					
Section	Township	Range	Base & Meridian	Location		Planted Area/Units	
17	04N	08E	M	SE CORN PELTIER & TULLY		36 ACRES	
Application Date / Time		5/5/2010 9:15 AM		Treated Area - Units		30.00 A - ACRES	
Application Method/Fume Code		Air		Days Re-entry		-opt-	
Product EPA Number/Name		100-1057-AA: TALON-G RODENTICIDE MINI-PELLETS CONTAINS BITREX		Dilution		-- optional --	
Total Product Used - Units		100.00 GA - Gallons		Rate		3.33 Gallons/ACRES	

Save Line - New Site/Date   Save Line - New Date   Save Line - New Product   Clear Line

Line		Date/Time Applied	Site ID	Commodity Treated	Total Planted / Units	Total Treated / Units	EPA / Calif. Reg. No. From Label	Product Name	Appl. Meth	Total Used / Units	R
1	Edit Delete	5/5/2010 9:15 AM	1-1	29143 - GRAPE, WINE	36 ACRES	30 ACRES	100-1004-AA	DEMON EC INSECTICIDE	A	50 Grams	1 G
2	Edit Delete	5/5/2010 9:15 AM	1-1	29143 - GRAPE, WINE	36 ACRES	30 ACRES	100-1057-AA	TALON-G RODENTICIDE MINI-PELLETS CONTAINS BITREX	A	100 Gallons	3 G

Only lines saved to the grid will be saved with the report. If you try to save a report with information in the lines you will receive the following warning:



**Report Entered By Information:** Enter information into the report prepared by and date fields at the bottom of the form, if desired.

Report Prepared By:	-- optional --	Date:	-- optional --
---------------------	----------------	-------	----------------

## SAVE PRODUCTION AG MONTHLY FORM

When you have finished entering or editing Production Ag Monthly form, either

### SAVE DRAFT

Click the "Save Draft" button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as "DFT" and be editable in the future

**Validation Messages**

Message Type	Line Number	Text	Field Name
Missing Data	1	Product is required.	Product
Missing Data	1	Total Product Used is required.	Product Used
Missing Data	1	Application Date is required.	Application Date
Missing Data	1	Application Time is required.	Application Time
Missing Data	1	Area Treated is required.	Area Treated
Missing Data	1	Area Treated Units is required.	Area Treated Units
Missing Data	1	Application Method is required.	Application Method

Edit
New Report
Close

Click "Edit" to return to the same report and continue editing.

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

## SUBMIT REPORT

Click the "Submit" button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit. If your form is complete and has validation errors, you will have the opportunity to continue editing, or submit the form with errors. Click "Submit with Errors" to submit your form to the County.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

## MSPUR NON-AG, NON-PROD AG MONTHLY REPORT

### OPEN OR START A MSPUR NON-AG, NON-PROD AG MONTHLY REPORT

Open a new MSPUR form by selecting the associated link from the "Pesticide Use Report" top menu item or open an existing form by clicking "View" for the selected record in the PUR/NOI Non Prod Ag MSPUR list. The form will open in Read Only mode.

Click the "Edit" button to open the data entry interface (**Note that the edit button will only be available if the submittal status is "DFT".**) A pop-up window will display that contains any missing data or validation errors, if appropriate.

Click the "Submit to County" button to attempt to submit the draft form to the county without editing.

Click the "Print" button to print the form.

---

## ENTER MSPUR FORM INFORMATION

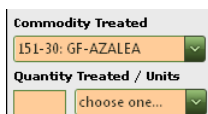
**Header Information:** The MSPUR form required header information fields are shown in orange and the optional fields are shown in green. As you enter information into each field, the read only form in the middle of the page will populate with the associated information.

Select an Operator License # **OR** a Permit # from the dropdown (the lists will filter based on the characters you enter for the name or permit number). Enter the report month and year. The address and phone information will populate based on the selected licensee contact record (for a selected licensee) or permit operator information (for a selected permit). If a permit does not exist for the entered date for a selected permit operator, the address information will not display.

Enter the SBPC Stamp number and document number, if desired. (Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.)

**Product Information:** Product-specific information is entered line by line and saved in the product information grid on the form.

Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. The associated EPA number will populate in the field to the right. Enter in the total product used and select the units from the dropdown list. Enter the number of applications of the product. The total number of applications will display a cumulative total of the number of applications entered for all of the product lines. Select a commodity treated from the dropdown list. If the code entered is greater than 100, additional fields will display in which you should enter in the quantity and units treated. Quantity treated and units are not required for codes less than 100 (such as structural pest control)



Commodity Treated  
151-30: GF-AZALEA  
Quantity Treated / Units  
choose one...

Click the "Save Line" button to save the line to the grid. Click the "Clear Line" button to clear the information in the line data entry fields.

Click "Edit" to edit an existing product's information. (The "Line No." of the line being entered will show in the data entry row) Click "Delete" to remove the associated product from the report.

### Monthly Summary Pesticide Use Report – Non-Ag, Non-Prod Ag Monthly Report

Status:

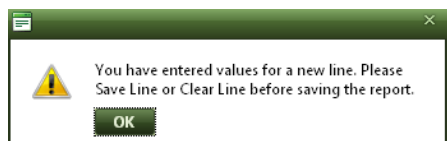
Operator License # or Permit #		<input type="text" value=""/> or <input type="text" value="070218B: RIVER VISTA RANCH"/>		SPCB Stamp #		<input type="text" value=""/>	
Report Month/Year		<input type="text" value="1"/> / <input type="text" value="2009"/>		Document #		<input type="text" value="Auto Assigned"/>	
Document #		SPCB Stamp #					
Operator Name		Address			Phone		
RIVER VISTA RANCH		P O BOX 687 LOCKEFORD, CA 95237-			(209)727-0946		
License #	Permit #	County	Report Month/Year		Total Applications		
N/A	070218B	39 San Joaquin	1 / 2009		5		

Line #	Product and Manufacturer	EPA or State Registration No.	Total Product Used	No. Applications	Commodity Treated
2	<input type="text" value="100-1066-ZA: PATROL"/>	100-1066-ZA	<input type="text" value="100.00"/> <input type="text" value="LB - Pounds"/>	<input type="text" value="3"/>	<input type="text" value="10: STRCT PEST CONT"/>

Line		EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
1	Edit Delete	100-1066-AA	DEMON TC INSECTICIDE	2	50 Gallons	151 GF-AZALEA	100 ACRES
2	Edit Delete	100-1066-ZA	PATROL	3	100 Pounds	10 STRCT PEST CONT	

Only lines saved to the grid will be saved with the report. If you try to save a report you will receive the following warning:



## SAVE MSPUR FORM

When you have finished entering or editing MSPUR form, either

### SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future

Validation Messages			
Message Type	Line Number	Text	Field Name
Missing Data	1	Total Product Used is required.	Product Used
Missing Data	1	Number of Applications is required.	Number of Applications
Missing Data	1	Quantity Treated is required.	Quantity Treated
Missing Data	1	Quantity Treated Units is required.	Quantity Treated Units

Click "Edit" to return to the same report and continue editing.

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

---

## SUBMIT REPORT

Click the "Submit" button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit. If your form is complete and has validation errors, you will have the opportunity to continue editing, or submit the form with errors. Click "Submit with Errors" to submit your form to the County.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

## NOTICE OF INTENT ENTRY

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### EDIT OR START A NOTICE OF INTENT FORM

Open a new Notice of Intent form by selecting the "Notice of Intent Entry" link from the "Pesticide Use Report" top menu item.

Open an existing Notice of Intent form by clicking "View" for the selected record in the PUR/NOI list Notice of Intent tab. The form will open in Read Only mode. Click the "Edit" button to open the data entry interface (**Note that the edit button will only be available if the submittal status is "DFT".**) A pop-up window will display that contains any missing data or validation errors, if appropriate.

Click the "Submit to County" button to attempt to submit the draft form to the county without editing.

---

### ENTER NOTICE OF INTENT FORM INFORMATION

Each of the pesticide use reports include general report "header" information and individual "lines" that detail information for each product applied.

**Header Information:** The Notice of Intent required header information fields are shown in orange on the upper left side of the form and the optional fields are shown in green on the upper right side of the form. As you enter information into each field, the read only form in the middle of the form will populate with the associated information.

Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number) and enter a date and time applied. If a permit does not exist for the entered date, you will receive a warning that no valid permit exists for the selected application date. Pick a Site from the pre-filtered list. The system determines the specific permit year and version against which to validate the use report based on the

entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific "valid" permit and site for the selected date and fills in the other form fields (such as the section and total planted area).

Notice of Intent						
Report Status:						
Submittal Status:						
Operator ID/Permit #		070253A: MANTELLI BROS INC			Applicator License/Name	
Date/Time of Proposed Application		5/5/2009			Supervised By	
Site Identification Number		1-B			Block-ID	
Commodity to be Treated		22005: CORN FOR/FOD			Document #	
Proposed Treated Area - Units		40.00 - A - ACRES			Days Reentry	
Application Method/Fume Code		choose one...			Days Pre-Harvest	
Environmental Changes/Comments						
Permittee/Property Operator MANTELLI BROS INC				Operator ID/Permit Number 070253A		Document # Auto Assigned
County 39 San Joaquin	Section	Township	Range	Meridian	App Method/Fume Code	Commercial Applicator (if any)
Site Identification Number 1-B		Site District (If Applicable) I		Planted Area - Units 116 ACRES		
Location UPPER JONES TRACT NS BAC IS RD				Block ID (If Applicable)	Nursery No	
Date/Time of Proposed Application 5/5/2009		Proposed Treated Area - Units 40 ACRES		Commodity to be Treated 22005: CORN FOR/FOD		
Days Re-entry	Days Pre-harvest	Applied/Supervised By			Reviewed By - Date/Time	
Approved/Denied	Environmental Changes/Comments					

The commodity treated dropdown is filtered based on the commodities listed on the permit for the selected site and application date. Click "Show All" to display a list of all commodities, if necessary.

Commodity Treated	Document #
choose one...	
Code	Commodity
Show All	
-	
23001-0	ALFALFA
40008-0	SOIL FUM/PREPLT

Select the commodity, enter the treated area, select the area treated units from the dropdown and select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear.

Enter in the optional information, if desired. Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.

**Product Information:** Product-specific information is entered line by line and saved in the product information grid on the form.

Select a proposed product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number.

**Proposed Pesticide Product**

Raid

EPA/CA Reg No.	Name
1021-1558-AA-4822	RAID ROACH & FLEA
1021-1623-AA-4822	RAID FLEA KILLER PI
10350-12-AA-4822	RAID FLEA KILLER PI
10350-12-ZA-4822	RAID FLEA KILLER Y

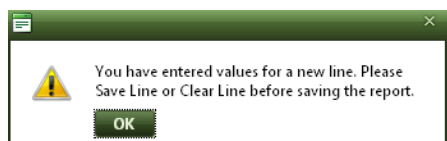
Enter in the amount of product-units and the quantity treated-units into the rate of application entry fields. The rate is calculated based on the total product used/total area treated. Select the target pest from the dropdown. Enter the total product used and units, and dilution and units, if desired.

Click the “Save Line” button to save the line to the grid. Click the “Clear Line” button to clear the information in the line data entry fields.

Click “Edit” to edit an existing product’s information. (The “Chem No.” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

<b>Chem no.</b> 1	<b>Proposed Pesticide Product</b> 10350-12-ZA-4822: RAID FLEA	<b>Rate of Application</b> Amount of Product - Units: 40.00 GA - Gallon per Quantity Treated - Units: 30.00 A - ACRES Dilution - Units: choose one...		<b>Total Product Used - Units</b> choose one... <b>Target Pest</b> FUNGUS			
<input type="button" value="Save Line"/> <input type="button" value="Clear Line"/>							
Chem #	Product	Label #	Rate	Dilution	Total Product Used	Target Pest	
1	RAID FLEA KILLER YARD SPRAY	10350-12-ZA-4822	1.33 Gallon / ACRES			FUNGUS	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Only lines saved to the grid will be saved with the report. If you try to save a report you will receive the following warning:



**Submitted by Information:** Enter the submitted by and Date/Time information.

<b>Submitted By:</b>	<input type="text"/>
<b>Date/Time:</b>	<input type="text"/> <input type="button" value="Calendar"/> <input type="text"/>

## SAVE NOTICE OF INTENT FORM

### SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future

Validation Messages			
Message Type	Line Number	Text	Field Name
Missing Data		Time of Proposed Application is required.	Time Proposed Appl.
Error		Total treated is greater than total planted.	Total Treated
Missing Data	1	Target Pest is required.	Target Pest
Missing Data	1	All rate fields are required for each product line.	Product Rate Fields

Click "Edit" to return to the same report and continue editing.

Click "New Site" to start a new form with the same permit information.

Click "New Report" to start a new blank form.

Click "Close" to return to the PUR form in View mode.

## SUBMIT REPORT

Click the "Submit" button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit. If your form is complete and has validation errors, you will have the opportunity to continue editing, or submit the form with errors. Click "Submit with Errors" to submit your form to the County.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click "New Report" to start a new blank form.

Click "Close" to return to the NOI form in View mode.

## USE REPORT VALIDATION

### VALIDATION STATUS

When a PUR form is saved or viewed from the PUR/NOI list, the CalAgPermits performs a series of validation tests to check for form completeness and errors. A PUR can have one of the following validation statuses:

- Incomplete (INC): Missing required fields; No valid permit and/or site for application date; Duplicate lines
- Errors (ERR): Treated area greater than planted area; Product is not on label for commodity; Selected commodity not on the permit; or
- OK : No validation issues

The report statuses are shown and displayed in order of hierarchy. Thus, a form with both missing information and errors will have a status of "Incomplete". The report status is shown at the top of each form, as well as in the "Rpt Stat" column on the PUR/NOI list.



The system displays a validation error list in a pop-up window when a PUR is saved or when it is opened from the PUR/NOI list. If the validation applied to a specific line associated with a product application, the grid shows the associated line number.

Validation Messages			
Message Type	Line Number	Text	Field Name
Error	1	Product 100-1014-AA-74779 not approved for GRAPE, WINE.	Product On Label
Missing Data	2	Application Date is required.	Application Date
Missing Data	2	Application Time is required.	Application Time
Missing Data	2	Area Treated is required.	Area Treated
Missing Data	2	Area Treated Units is required.	Area Treated Units
Missing Data	2	Commodity is required.	Commodity
Missing Data	2	Site is required.	Site
Missing Data	2	Sites have different MTRS.	MTRS

Close

## REQUIRED FIELDS

When you save a PUR or NOI, the system checks the required fields. If information is missing, the PUR form is considered "Incomplete." Required fields are shown in orange on the CalAgPermits PUR web-entry reports interfaces. PURs with missing information have a status of "Incomplete" and cannot be submitted. Required PUR fields include the following:

Single Job Entry	Prod Ag Monthly Report	Non-Ag MSPUR	Notice of Intent
Operator ID/Permit Number	Operator ID/Permit Number	Operator License # OR Permit #	Operator ID/Permit Number
Date/Time Applied	Report Month/Year	Report Month/Year	Date/Time Applied
Site ID	Site ID	Name of Product/Label #	Site ID
Commodity Treated	Commodity Treated	Total Product Used/Units	Commodity Treated
Treated Area/Units	Date/Time Applied	Treated Area/Units (for Codes >100 only)	Treated Area/Units
Application Method/Fume Code	Treated Area/Units		Application Method/Fume Code
Name of Product/Label #	Application Method/Fume Code		Name of Product/Label #
Total Product Used/Units	Name of Product/Label #		Rate of application
	Total Product Used/Units		Dilution (if not N/A)
			Target Pest

## VALID PERMIT AND SITE

The system evaluates the entered permit, site (if appropriate) and application date to identify the appropriate permit year and version against which to validate. If the system does not find a permit whose effective date and expiration date span the application date you will receive the errors:

- No valid permit was selected
- No valid site was selected

PURs without a valid permit and/or site are also classified as "Incomplete."

## DUPLICATE LINES

The system evaluates the lines entered for each report to determine if there are duplicate entries based on the following logic:

- PUR Single Job Entry: Same product entered one or more times
- PUR Production Ag Monthly Report: Same product entered one or more times
- MSPUR Non-Ag, Non-Prod Ag Monthly Report: Same product entered one or more times
- Notice of Intent: Same product entered one or more times

PURs with duplicate lines are classified as "Incomplete."

## VALIDATION ERRORS

When a PUR's information is complete and an associated permit and site have been identified, the system checks the PURs for the following errors:

- Treated area>planted area
- Product not on label for commodity
- Selected commodity is not on the permit (based on the selected permit, site, and application date)

Reports that fail any of these validation checks are assigned an "Error" status.

## PUR SUBMITTAL WORKFLOW

PUR forms can be entered through the CalAgPermits web interface by a County staff member or a public web user. As a public webuser, you have different system permissions and functionality than county staff. For example, public webusers have access to only to the permits (and associated PURs) on which they are listed as contacts, and you have different available actions and edit permissions based on the PUR form submittal and report status, as detailed in the table below.

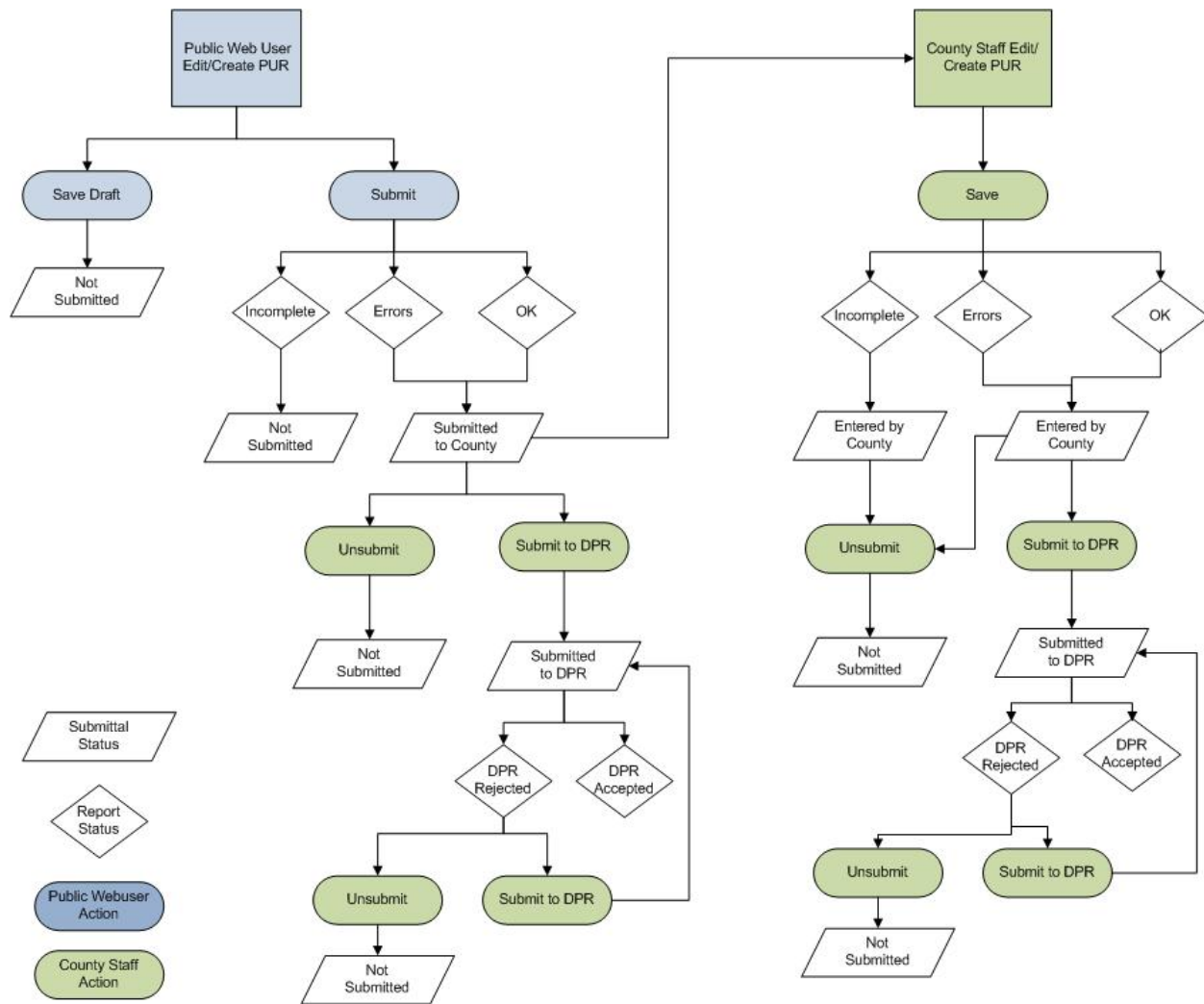
Actions available based on the submittal status and report status combinations:

		Submittal Status			
		Not Submitted (DFT)	Entered By County (CTY)	Submitted to County (SUB)	Submitted to DPR (DPR)
Report Status	Incomplete (INC)	Edit*	Edit, Unsubmit	N/A	N/A
	Errors (ERR)	Edit, Submit to County*	Edit, Unsubmit, Submit to DPR	Edit, Unsubmit, Submit to DPR	N/A
	OK (OK)	Edit, Submit to County*	Edit, Submit to DPR	Edit, Submit to DPR	N/A
	DPR Rejected (REJ)	N/A	N/A	N/A	Edit, Unsubmit, Submit to DPR
	DPR Accepted (ACC)	N/A	N/A	N/A	Complete

\*Public web users can only edit Not Submitted (DFT) PURS. County Users can not edit "DFT" PURS.

County Users can edit PURS Entered by the County (CTY) and Submitted to the County (SUB) and those Submitted to DPR (DPR) that have a report status of DPR Rejected (REJ). County users can Unsubmit PURs Entered by the County, Submitted to the County and Submitted to and Rejected by DPR. Unsubmitting a PUR sets the submittal status to Not Submitted and enables editing by public web users.

The flowchart below shows the PUR submittal workflow for both public and county staff system users.



## PUBLIC WEBUSER WORKFLOW

As illustrated above, you can create a PUR in the websystem. You can save an interim draft (the submittal status will be incomplete) or attempt to submit the form to the county. If the PUR is complete, the submittal status will be set to "Submitted to County". If the PUR is incomplete, the public webuser will be notified that their submittal attempt was unsuccessful and the status will remain at "Not Submitted".

Public webusers can only edit forms in “Not Submitted” status. County staff cannot edit PUR forms entered by public webusers until they are successfully submitted.

## COUNTY STAFF WORKFLOW

County staff can enter forms directly into the CalAgPermits web system or upload forms from the Desktop Application. Incomplete forms cannot be uploaded. After a form has been saved by county staff, it is set to “Entered by County” Status. After reviewing a PUR entered by the county (either via the web or desktop) or submitted by a webuser, county staff have the option to “Unsubmit” a PUR, at which point the PUR status is set to “Incomplete” and it is only edited by a webuser. Alternatively, county staff can submit the PUR to DPR. DPR Rejected forms are editable and can be by resubmitted to DPR or unsubmitted and set back to incomplete for review and update by the public webuser.

## NOTICE OF INTENT SUBMITTAL WORKFLOW

Similar to PUR forms, Notice of Intent forms can be entered through the CalAgPermits web interface by a County staff member or a public web user. Notice of Intent Report and Submittal Statuses and associated actions are also similar to the PUR workflow, with the exception that NOI forms are not submitted to DPR, so the DPR-specific codes do not apply. In addition, County users cannot unsubmit NOI forms, due to their time-critical nature.

Actions available based on the submittal status and report status combinations for NOI forms:

		Submittal Status		
		Not Submitted (DFT)	Entered By County (CTY)	Submitted to County (SUB)
Report Status	Incomplete (INC)	Edit*	Edit, Approve/Deny	N/A
	Errors (ERR)	Edit, Submit to County*	Edit, Approve/Deny	Edit, Approve/Deny
	OK (OK)	Edit, Submit to County*	Edit, Approve/Deny	Edit, Approve/Deny

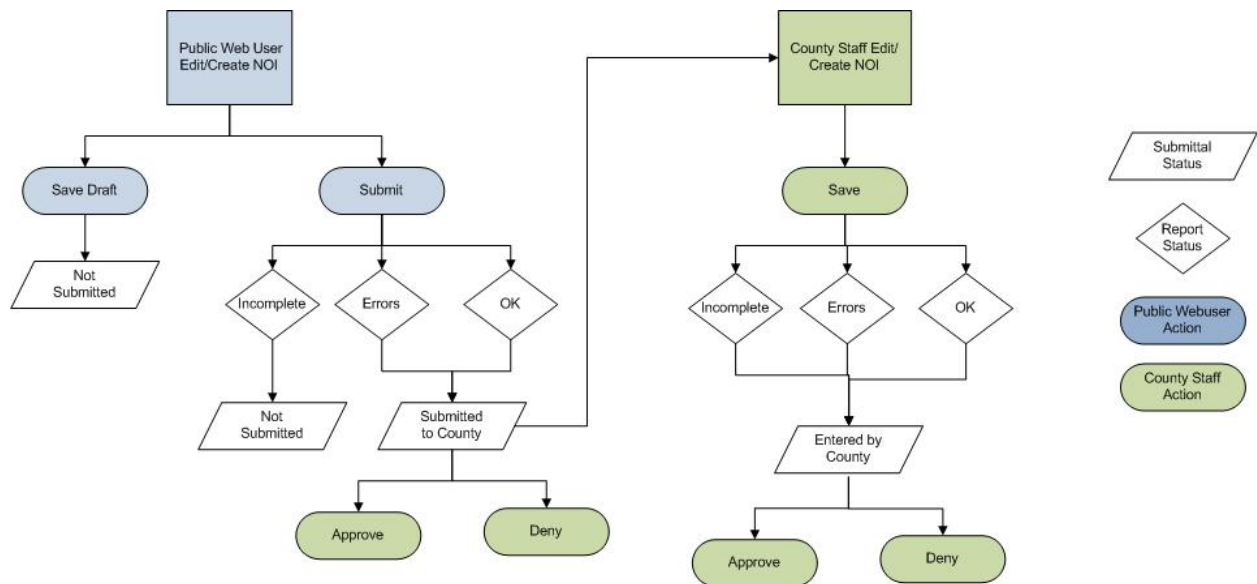
\*Public web users can only edit Not Submitted (DFT) PURS. County Users can not edit “DFT” PURS.

County Users can edit NOIS Entered by the County (CTY) and Submitted to the County (SUB).

Notice of Intent forms can be review and approved or denied by County staff. Each NOI form that has been reviewed has a “Review Status” of approved (“APP”) or denied (“DEN”) that displays as a column in the PUR/NOI list Notices of Intent tab and on the form itself.

<a href="#">Notices of Intent</a>   <a href="#">Add New</a> <a href="#">Single Job PURs</a>   <a href="#">Add New</a> <a href="#">Monthly Ag PURs</a>   <a href="#">Add New</a> <a href="#">Non-Prod. Ag MSPURS</a>   <a href="#">Add New</a>											
Drag a column header and drop it here to group by that column											
Permit #	Operator Name	Application Date	Site Number	Site District	Commodity	Appl. Method	Rpt Stat	Sub Stat	Rvw Stat	Entered By	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
070218B	RIVER VISTA RANCH	02/02/2010	1-2	F	GRAPE, WINE	A	ERR	SUB		rivervista	<a href="#">View</a>
070218B	RIVER VISTA RANCH	02/02/2010	1-2	F	GRAPE, WINE	A	ERR	DFT		rivervista	<a href="#">View</a>

The flowchart below shows the NOI submittal workflow for both public and county staff system users.



## PUBLIC WEBUSER NOI SUBMISSION WORKFLOW

As illustrated above, public webusers can create a NOI in the web system. You can either save and interim draft (the submittal status will be incomplete) or attempt to submit the form to the county. If the NOI is complete, the submittal status will be set to “Submitted to County”. If the NOI is incomplete, you will be notified that your submittal attempt was unsuccessful and the status will remain at “Not Submitted”.

Public webusers can only edit forms in “Not Submitted” status. County staff cannot edit NOI forms entered by public webusers until they are successfully submitted.

## COUNTY STAFF NOI SUBMISSION WORKFLOW

County staff can enter forms directly into the CalAgPermits web system or upload forms from the Desktop Application. Incomplete forms cannot be uploaded. After a form has been saved by county staff, it is set to “Entered by County” Status. After reviewing a NOI entered by the county (either via the web or desktop) or submitted by a webuser, county staff have the option to Approve or Deny the NOI.